



*Are you interested in a key role at a fast growing, multi-award winning tech ecosystem company?*

**Code First: Girls (CF:G) are looking for a Community programmes manager (m/f/other) to join our team!**

**Start date:** Between 1st July -1st August 2017

**Applications close date:** At least until the 18th June 2017 (open until we find the right person)

**Salary:** We have a budget of £27-30K for this role

**Commitment:** Full time. We are looking for an individual who can commit to the company for a minimum of two years. We are growing quickly so this is to support us with team stability as we grow.

**The role:**

Code First: Girls is expanding, so we are now looking to recruit a new Community Programmes manager to work in this vibrant, exciting and key part of our business.

This is new role, at a junior-mid level that would suit an individual who's worked at a company for cir. 2-4 years, and has managed projects/programmes before. Some previous exposure to/experience in the tech industry would be beneficial.

The role is busy and varied; you'll manage our community activities which can include:

- Our community courses
- Our community events, including our flagship annual conference (hosted at Twitter in 2017)
- Activities related to our 'Ones to watch' community and mentoring programme

The role involves the following responsibilities:

- Support the Head of Communities to grow our community courses from 30 to 60 locations across the UK, and help organise our community events (with support from the community programmes manager, and programmes associate)
- Line manage our interns
- Managing our student, instructor, and partner communities
- Support our coding course curriculum development (including web development, Ruby & Python courses)
- Support the implementation of the CF:G community platform (summer 2017 onwards)
- Work alongside our Corporates team to support our sponsorship and other corporate revenue generating activities
- Speaking at CF:G events, and liaising with media partners (media we have featured in has included The Financial Times, Marie Claire, Computer Weekly, Mashable, Elle, The Guardian)



The job is full time, and based at our offices in Central London ( zone 1). Some UK travel is occasionally involved, usually to visit our community courses across the UK (from St Andrews to Southampton and Dublin). Our usual working day is 8 hours (including 1 hour for lunch), and we are happy to support flexible working around your work/life responsibilities. Some evening and weekend work will be required as part of your role. We are not able to offer overtime pay but do give TOIL.

You'll report directly to the Code First: Girls Head of Communities

**Our ideal candidate:**

Key...

- This role requires someone with excellent organisational and prioritisation skills. It's a busy team with a lot of activities over the year, so being able to create event/project plans and then complete activities on time is critical.
- You'll need be passionate about the Code First: Girls mission and interested in startups, coding and tech.
- You will be a spokesperson for CF:G. This means you will be given to the opportunity to talk at events, and will manage relationships with our corporate partners including senior level stakeholders at companies such as Bank of America Merrill Lynch, Twitter and Google.
- Skills wise, some previous coding experience will be helpful. You don't need to be a developer, just have some basic coding knowledge and understand the key principles. You should have a good working knowledge of Microsoft Windows programmes (such as Word, PowerPoint, Excel).
- Someone who works well in a team, and can also make decisions independently seeking input when required. All applicants should have the right to live and work in the UK.

Desirable...

- Knowledge of Google drive/docs, as well as e-marketing/comms tools such as Twitter and its tools, Facebook and other social media tools, MailChimp.



### **What is in it for you:**

You get to work at a multi-award winning, innovative and fast growing tech ecosystem company that is always open to new ideas. We work with some of the most innovative companies in the industry ranging from AI and VR, to Cybersecurity and FinTech. This job comes with profile, responsibility and remit, and you'll be supporting us with key business activities from the start. We have great connections in the industry, and companies we partner with include Twitter, Google, Level 39, Accenture, the Guardian and Bank of America Merrill Lynch. You have the chance to build your tech and entrepreneurial network, and also have a genuine impact on people's lives and career development.

We promise you a vibrant and inspiring working environment with supportive co-workers. As a team we advocate an open feedback philosophy, and will support you to reach your professional and technical development goals, including guaranteed admittance on our London CF:G coding courses and masterclasses. This is a busy role, and you would be working in the most vibrant and impactful part of our company.

Other benefits include 20 working days holiday in addition to a full 2 weeks off over Christmas, a contribution pension scheme, a book allowance, as well as an annual external training allowance.

### **Other points worth noting:**

We are an equal opportunity employer and welcome people including from all genders, ethnic and social backgrounds to apply. Our office is wheelchair friendly.

Tools/platforms we use: Agile CRM, Google (docs, drive, hangout etc.). Mailchimp, Xero (invoicing), MS Office (PowerPoint, Word, Excel), Typeform, Social Media (Facebook, Twitter, LinkedIn), GitHub, Sublime text.

The interview process will usually be as follows:

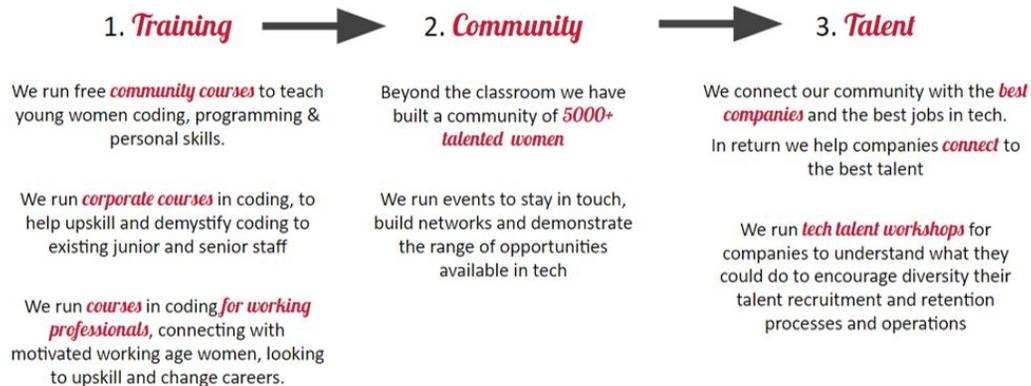
1. You apply with a cover letter and cv via the website here <https://codefirstgirls.typeform.com/to/MMVdFg>
2. We confirm within 14 working days if we would like to proceed with your application. Those selected are invited for a short skype/phone interview (cir. 10-20 mins)
3. We then select a few individuals for 1 hour in person chat (at our office in London) including a short task you will have been asked to prepare for at home
4. Those selected from the first in person chat may then be invited to a second chat in person prior to final selection
5. The person selected is made a formal offer which they can then consider.
6. The role will start between 15th July -1st August 2017.



## Who are CODE FIRST:*Girls*? And *what do they do?*

CODE FIRST:*Girls* is a social enterprise which exists to get more women into tech. That is our bottom line.

How do we do this? Through our 3-step operation...



We are a social enterprise, and over the past 3 years have taught 5000+ people how to code and delivered over £2.5 million of free education. We've also helped companies to train and recruit better tech talent into their firms.

Our community is doing amazing things. Find out more by looking through our [website](#) and social communities, or just drop us a line at [info@codefirstgirls.org.uk](mailto:info@codefirstgirls.org.uk).

Want to know more? Read about the [courses we offer](#), [how we work with companies](#), our [events](#), as well as see some of our [recent press](#) on our website.